

Look like a pro! Learn 3 MS Office products and their 3 tricks!



“Tech Tools with Tine” Webinar Series Presents:

MS Office Tricks

Bend the MS Office suite to your will!

Hints and Tips

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MS Office Suite

- Word – Word Processing
- Excel – Spreadsheets/Mathematical feats
- PowerPoint -- Presentations
- Others:
 - Outlook – email, contacts, calendars
 - Access – relational database
 - Project – project management/timelines
 - Publisher – desktop publishing



Office Keyboard Shortcuts

- Remember Mac Users: Ctrl = Cmd (⌘)


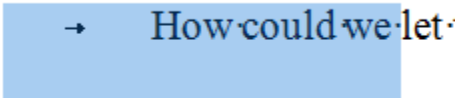

Use the Ctrl key and ...		
N = New	P = Print	E = Center
O = Open	A = All	L = Left align
C = Copy	Tab = Next item	R = Right align
X = Cut	Space = Select	D = Duplicate
V = Paste	Enter = Page break	K = Insert hyperlink
Z = Undo	U = Underline	F = Find
Y = Redo	I = Italic	H = Replace
S = Save	B = Bold	G = Goto

Word

- There are so many!! Let's focus on these.
- AutoCorrect Settings
- Paragraph marker
- Working with Headers
 - Different 1st page
 - Numbering page 2 as page 1

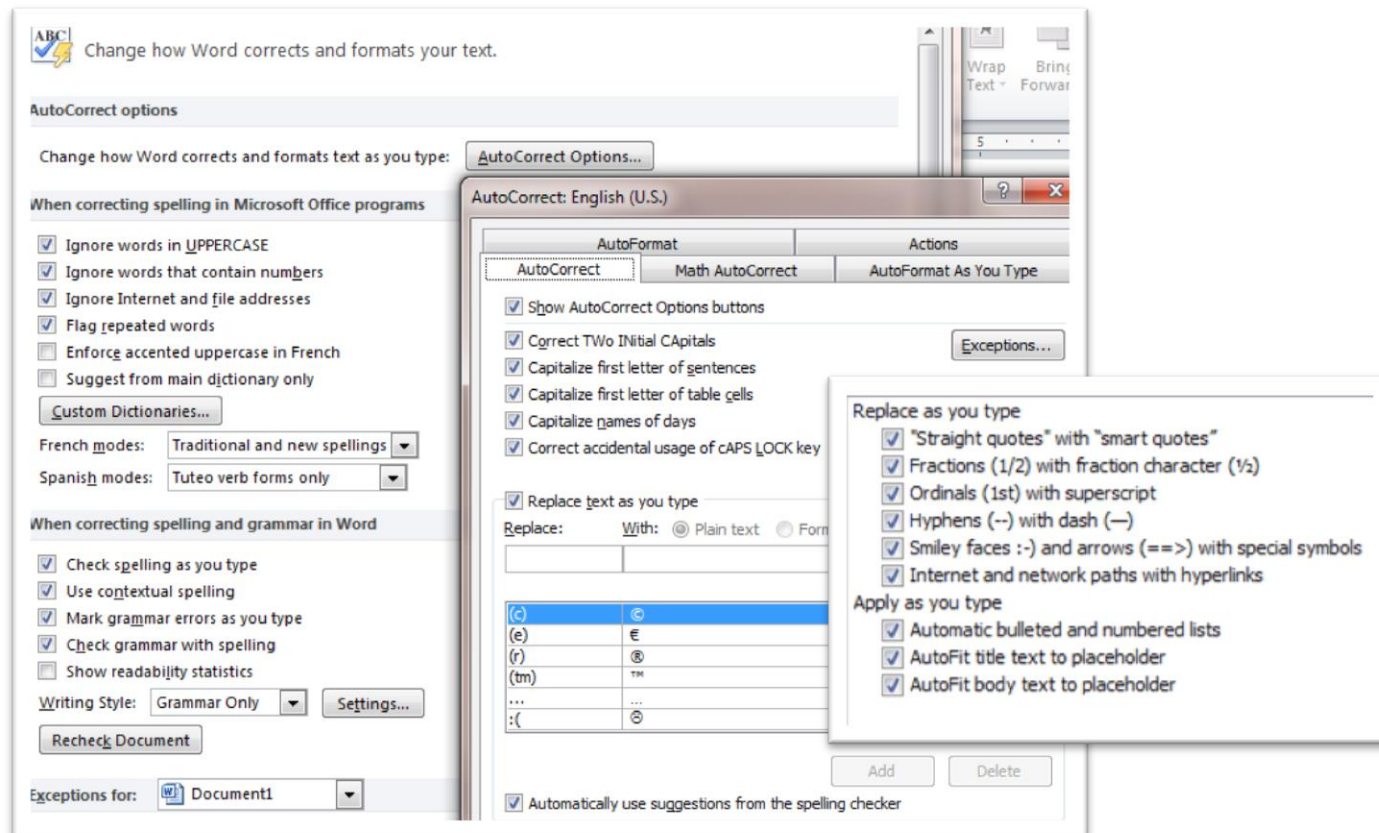


What to know why something weird is happening?

- Turn on your Paragraph Markers! 
 - You will see all of the hidden characters.

 - Hidden characters hold your formatting.
 - Arrow = Tab, Dot = Space, Paragraph = End of a paragraph,  = A wrapped line
 - See where your page breaks arePage Break.....
and manage your headers/footers through section breaks!Section Break (Next Page)

How to stop all of the “helping”

- AutoCorrect / AutoFormat



Different 1st Page Header

- Yes, this is the elusive holy grail of Word! It all relies on Section Breaks!
 - To have different text on the 1st page versus the rest of your document
 - Force a section break at the end of the 1st page
 - Click in text ABOVE section break
 - Open Headers/Footers
 - Turn ON “Different First Page”
 - For the 2nd page to start at #1
 - Go to Header on page 2
 - Turn OFF “Link to Previous”

Excel

- It only does what you tell it to! Learn how to speak its language.
- Relative / Absolute References
- Order of Operations
- Multiple Sheets



How Excel Thinks

- Everything's Relative!!
- =sum(A1:B5) translates to “Start at Cell A1 and sum everything from there to whatever is in the cell that is One Down and Four Over”
- Watch out for DIV/0 errors when copying/fill
- Make it Absolute!
- =sum(\$A\$1:\$B\$5) translates to “sum everything between cell A1 and B5”



If you can do the math, so can Excel!

- Quick Quiz: What is the answer to this?
- $=10-8*(4-3)/2+1$
 - 7
 - 1
 - 5
 - 2
- You just need to remember your Order of Operations, because Excel does!
 - Please Excuse My Dear Aunt Sally 😊

Link / Calculate across Sheets

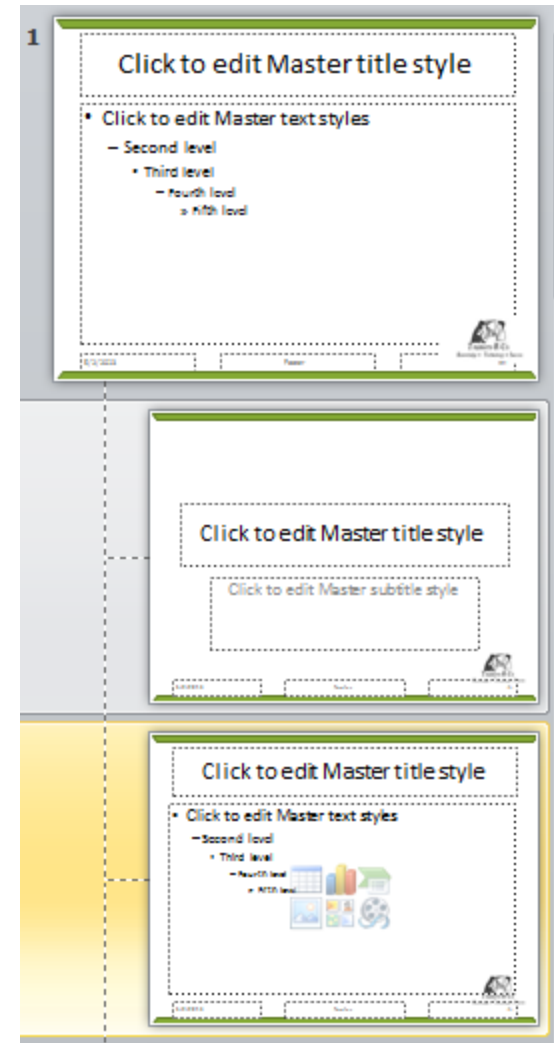
- It is as easy as:
 - Start the formula where you want the answer
 - Click on the cells to include
 - Press Enter
 - =SUM(Sheet1!C7:E11,Sheet2!B2:D6,Sheet3!B28:D31)
- Across Worksheets
 - Just make sure the worksheets you're going to use are open first then do the same as above
 - =SUM(Sheet4!A1,[Book32.xlsx]Sheet4!\$A\$1)

PowerPoint

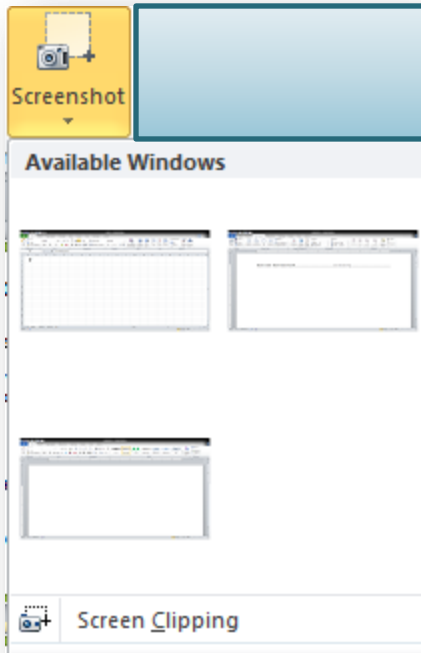
- Ultimate Timesavers!
- Master Slide
- Screenshots
- Make your own theme

Master Presentations with Ease

- Want something on EVERY slide?
 - Make your changes on the Master Slide
- Want to bring in another theme?
 - Copy/Paste an example into your presentation and change the Master Slide
- Change formatting universally?
 - Change it on the Master Slide



Bring in Screenshots



- Grab a shot
- Size it
- Crop it
- Box / highlight it
- Annotate it

Customize your Presentation

- Create your own look!!
 - For your library, your organization, you
- Make a new presentation with all of the colors, fonts, background images, etc.
- Make sure the Master Slide looks right
- Choose “Save Current Theme”!
- Restart PowerPoint
- VOILA!



And so much more!!

- Need to know more?
- Pick Tine's brain! Sign up for 30 min FREE session with Tine!
- Link available through the end of May

<http://www.eventbrite.com/event/6547803657>

Next week...

The NEW Prezi

Tech Tools with Tine Webinar presented on May 3rd 2013.